

Records Systems and Disposition *Accomplishments*  
FY 1960

Records Control Schedules

Prepared or reviewed Records Control Schedules for 7 components:

Items

Cubic Feet

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Audited Records programs and prepared revised schedules for

OCI -

Executive Registry -

Received and reviewed items changes on schedules for

Audit Staff

ORR

ONE

Training

OCR

FDD

OSI

Filing Systems

We installed Subject-Numeric Systems in

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Special filing systems, tailored to office concerned such as case files or unique filing arrangements

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*L.S. & Disg Branch*  
*Accomplishments*  
Fiscal Year 1960

### Spec Projects

Follow up survey of unused safes resulted in turn in of 18 safes, 1 Kardex, 1 map case and cancellation of requisition for 2 new safes. Replacement values of this equipment - \$4,124.

Survey at headquarters for Herring-Hall-Marvin Safes available for exchange located enough safes to permit cancellation of a purchase order for 50 HHM Safes.

### Refresher Training Workshops

During 1959 - 3 filing workshops were conducted covering installation and operation of the Agency's Subject Numeric System. 126 employees from 31 offices attended.

During 1960 - 4 workshops were conducted with training in Filing Principles and Procedures. Attended by 185 employees.

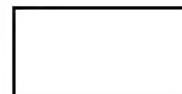
Total attendance FY 60 - 311 persons.

Prepared an inventory for more than 5000 cu. ft. of Predecessor Agency Records in RI Archives and evaluated the records in terms of permanent and temporary for Chief, RID.

Orientation and Training of ARO's from -

DDP  
ORR  
FBID  
PIC  
Personnel  
Training

STAT



VITAL MATERIALS REPORT FISCAL YEAR 1960

1. Participation of the Records Management Staff in Operation Alert 1959 consisted of the following:

- a. Operation of Vital Materials Repository
- b. Assisting offices in review of Vital Material Deposits
- c. Orientation of new emergency personnel in VM Program and repository procedure.

2. Met with representatives of G-2 to discuss their Vital Materials Program.

3. Accompanied ARO for Office of Training to Isolation to inventory Vital Materials Collection and discuss VM Program with  Executive Officer of the installation - This trip paved the way for the development of a very fine VM schedule and program in the Office of Training.

4. Through the combined efforts of this staff and the DDI VM Committee we were able to provide for the systematic depositing of Finished Intelligence, containing Special Intelligence classification. Previous to this effort this type material was not on deposit and constituted a deficiency.

5. Conducted a study of EAM needs at Relocation. It is anticipated that this study will permit the reduction of required EAM equipment resulting in monetary savings.

6. Completed microfilming of the OCR/Graphics Register/Ground and Personality still photo file. This action corrected a deficiency that existed for several years, since 1952.

7. Assisted  Records Management Officers for DDP, in developing a current Vital Materials Program and Operating Proce-

ture for DDP. This assistance was very significant, resulting in the establishment of seventeen (17) Vital Materials Deposit Schedules, and the review of all <sup>DDP</sup> Vital Materials in the repository. Of equal importance is the fact that we were successful in bringing together responsible VM officials in DDP and DDI.

(The VM Program has prospered through this association in the fact that DDP and DDI have exchanged ideas and lists of Vital Materials each is responsible for depositing, thus eliminating the possibility of duplication.

8. Reviewed and commented on paper prepared by the DDP/RMO regarding relocating of the present agency repository.

9. Revised form 620, Vital Materials Transfer Slip, to include format more compatible to categorizations as defined in the

10. Commented on proposal made by the DDI Vital Materials Chairman pertaining to the microfilming of the entire NIS series and other selected finished intelligence for intended dispersal to ten (10) different locations for safekeeping.